

Applicant Recruitment Report

Company: KOB-TV Engineering Maintenance Status: FT
Position Title: Building Supervisor EEO Category Code: 6
Date Opened: 08/31/2006 Job Ref#: 71-06
Date Closed: 09/26/2006 Recruitment Source Position Type: S

Last Name	First Name	Hired	Interviewed	Recruitment Source	Ethnicity	Gender
Phillips	Rodney	Y	Y	Internal Applicant	H	M

Totals:	1 Applicants	1 Interviewed	Interviewees:	Ethnicity	Gender
				H: 1	M: 1

Person/s Hired:

Phillips	Rodney	Internal Applicant	H	M
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EEO Applicant Recruitment Report

Recruitment Source	# of Apps.	Recruitment Source	# of Apps.
KSTP-FM	0	KSTP-AM	0
WNYT-TV	0	WDIO-TV	0
KAAL-TV	0	WFMP-FM	0
KOBF-TV	0	Bound to be Read	0
KSAX-TV	0	KSTC-TV	0
F&F Productions	0	Internal Applicant	1
KSTP-TV	0	KOBR-TV	0
KOB-TV	0	WHEC-TV	0

JOB REQUISITION

DATE: August 31, 2006

POSITION TITLE: Building Supervisor (new)

#71-06

INTERNAL

SCHEDULE: As scheduled

PLEASE INDICATE:

1. FULL TIME X or PART TIME
2. REGULAR X or TEMPORARY or INTERMITTENT
3. EXEMPT or NON-EXEMPT X

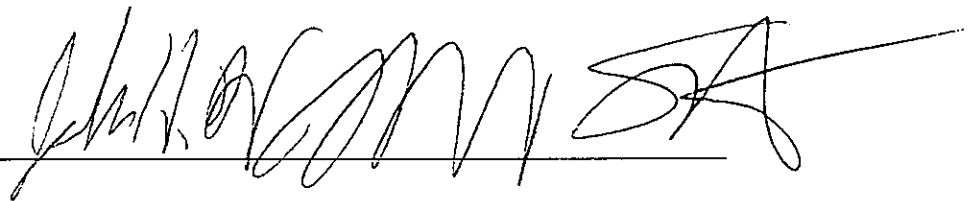
For Human Resource use only, please indicate salary range:

QUALIFICATIONS: Two years experience in repair and maintenance of a commercial building that contains soundproof broadcast studios. Should possess some skills in electrical, plumbing, and HVAC systems. Some knowledge of commercial broadcast equipment would be a plus. Must be handy with tools and able to do odd jobs around a commercial broadcast plant. Should possess or qualify for a NM state driver's license in order to operate company vehicles. Should also have a good working knowledge of automobile mechanics.

JOB DESCRIPTION: Responsibilities will include, but not limited to: maintain basic electrical, plumbing, and HVAC systems. Must be able to communicate with outside vendors for more extensive repair and maintenance of all of the above. Must be willing to do odd jobs such as repair light fixtures and change light bulbs. Must be able to identify and perform light duty work on various company vehicles. Must be able to communicate with outside vendors for more extensive repairs of vehicles. Must be able to operate same vehicles and be able to deliver them to repair facilities around the city.

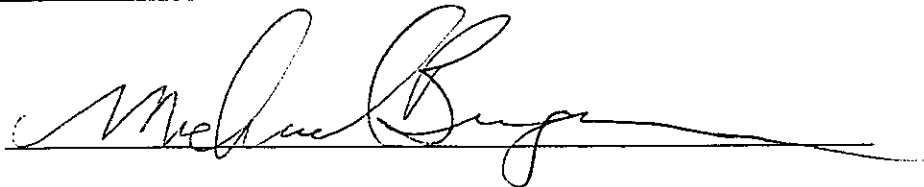
PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions. Be able to lift and carry 30kg. (60 pounds) equipment or tools for short distances (about 30m – approximately 100 feet). Manual dexterity to operate and use tools to perform odd jobs on ladders and rooftops. Must have good vision and be able to operate company vehicles.

Department Head Signature



Manager's Signature

General Manager's Signature



POSTING DATE: August 31, 2006
JOB#: 71-06
JOB TITLE: Building Supervisor INTERNAL
ONLY
COMPANY: KOB-TV, Engineering Maintenance
SCHEDULE: As scheduled
STATUS: Full Time, Hourly



QUALIFICATIONS:

Two years experience in repair and maintenance of a commercial building that contains soundproof broadcast studios. Should possess some skills in electrical, plumbing, and HVAC systems. Some knowledge of commercial broadcast equipment would be a plus. Must be handy with tools and able to do odd jobs around a commercial broadcast plant. Should possess or qualify for a New Mexico state driver's license in order to operate company vehicles. Should also have a good working knowledge of automobile mechanics.

DUTIES:

Responsibilities will include, but not limited to: maintain basic electrical, plumbing, and HVAC systems. Must be able to communicate with outside vendors for more extensive repair and maintenance of all of the above. Must be willing to do odd jobs such as repair light fixtures and change light bulbs. Must be able to identify and perform light duty work on various company vehicles. Must be able to communicate with outside vendors for more extensive repairs of vehicles. Must be able to operate same vehicles and be able to deliver them to repair facilities around the city.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions. Be able to lift and carry 30kg (60 pounds) equipment or tools for short distances (about 30m, approximately 100 feet). Manual dexterity to operate and use tools to perform odd jobs on ladders and rooftops. Must have good vision and be able to operate company vehicles.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 71-06
4 Broadcast Plaza SW
Albuquerque, NM 87104
Fax: (505) 764-2505
Email: dibrown@kobtv.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER



Hubbard Broadcasting, Inc.

Recruitment Information Management System (RIMS)

- Job Postings
- Applicants
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Recruitment Job Posting Email

Choose a Job Ref # to include in the E-mail then click on Submit

Job Ref #

KOB-TV

71-06 Building Supervisor

Email to

- ☐ F&F Productions -dguillame@hbi.com- (08/31/06 04:09:13 PM)
- ☐ F&F Productions -donnag@fandfproductions.com- (08/31/06 04:09:13 PM)
- ☐ F&F Productions -donnag@fandfproductions.com- (08/31/06 04:09:13 PM)
- ☐ KAAL-TV -swestphal@kaaltv.com- (08/31/06 04:09:13 PM)
- ☐ KOB-TV -DIBrown@kobtv.com- (08/31/06 04:09:13 PM)
- ☐ KOB-TV -dkelly@kobtv.com- (08/31/06 04:09:13 PM)
- ☐ KOB-TV -nnieto@kobtv.com- (08/31/06 04:09:13 PM)
- ☐ KSAX-TV -kstone@ksax.com- (08/31/06 04:09:13 PM)
- ☐ KSTP-TV -kgorder@hbi.com- (08/31/06 04:09:13 PM)
- ☐ WDIO-TV -pscandin@wdio.com- (08/31/06 04:09:13 PM)
- ☐ WHEC-TV -kknox@hbi.com- (08/31/06 04:09:13 PM)
- ☐ WNYT-TV -ckimball@wnyt.com- (08/31/06 04:09:14 PM)

12 Records

Submit

Back

KSTP.com | KSTC45.com | KAALTV.com | KOBTV.com | KSAX.com | WNYT.com | WHEC.com | WDIO.com | KS95.com
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(RIMS, Version: MX Release: 1)

Applicant Recruitment Report

Company: KOB-TV Administrative **Status:** FT
Position Title: Business Manager -- REVISION **EEO Category Code:** 1
Date Opened: 04/03/2006 **Job Ref#:** 23-06
Date Closed: 09/21/2006 **Recruitment Source Position Type:** S

Last Name	First Name	Hired	Interviewed	Recruitment Source	Ethnicity	Gender
Abeyta	Daniel	N	N		U	M
Almager	Krystal	N	N		U	F
Bonano	Pedro	N	N	KOB-TV Website	H	M
Brinkman	Chad	N	N	KOB-TV Website	U	M
Brown	Reina	N	N	KOB-TV Website	U	F
Burris	Robin	N	N		U	U
Busse	Michael	N	N		U	M
Cairo	James	N	N		U	M
Canfield	Allen	N	Y	Word of Mouth	W	M
Carey	David	N	N		U	M
Chavez	Grace	N	N	Employee-Current	H	F
Clark Abbot	Susan	N	N		U	F
Conerly	Peter	N	N		U	M
Cooley	Timothy	N	N	Website	U	M
Copeland	Glen	N	N		U	M
Cox	Vernon	N	N	KOB-TV Website	U	M
Crain	Brian	N	N	New Mexico Workforce Development Center	U	M
Cutcliff	Leo	N	N	Word of Mouth	U	M
Denney	Dave	N	N		U	M
Depasque	Allee	N	N	TV Jobs	U	F
Dieckman	Jennifer	N	N		U	F
Dile	Janet	N	N		U	F
Fein	Jonathan	N	N		U	M
Fitzner	Dakota	N	N		U	U
Gallegos-Musser	Pamela	N	N		U	F
Ghosh	Kasturi	N	N		U	U
Girsch Bock	Mary	N	N	KOB-TV Website	U	F
Glass	Steven	N	N		U	M
Glenn	Angie	N	N		U	F
Goleniak	Martin	N	N		U	M
Gordon	Frederick	N	N	KOB-TV Website	U	M
Jones-Thomsen	Gay	N	N		U	U
Kasturi	Ghosh	N	N		U	U
Kelley	R Quentin	N	Y	Website	U	M
Kenney	R Quentin	N	N	Website	U	M
Kowalski	Grazyna	N	N		U	U
Lamb	Aaron	N	N		U	M
Leavitt	Kathleen	N	N	Website	U	F
Lee	Michael	N	N		U	M
Lovato	Rhonda	N	N		U	F
Lucero	Freddy	N	N		U	M
Lugo	Emilano	N	N		U	M
Lung	Lori	Y	Y	Website	W	F
Mathews	Vickie	N	N		U	F

McHahon	Michael	N	N		U	M
Mears	Norman	N	N		U	M
Medrano	Traci	N	N		U	F
Melvin	Wesley	N	N		U	M
Merritt	Mel	N	N		U	M
Miller	Wayne	N	N		U	M
Munoz Jr	Elias	N	N		U	U
Namm	Richard	N	N		U	M
Nikagawa	Howard	N	N		U	M
Nolasco	Sherri	N	N	KOB-TV Website	U	F
Oremland	Scott	N	N		U	M
Pepin	Larry	N	N	KOB-TV Website	U	M
Petersen	Dana	N	Y	Internal Applicant	W	F
Peterson	Dana	N	Y	Internal Applicant	W	F
Pollock	Nathaniel	N	N		U	M
Racela	Bernabe	N	N		U	U
Radler-Carstensen	Pamela	N	N		U	F
Raux	Beatrice	N	N	Website	U	F
Rodriguez	Alicia	N	N	Website	H	F
Rodriquez	Alicia	N	Y	Website	H	F
Roybal	Michele	N	N	KOB-TV Website	U	F
Roybal	Yolanda	N	N	KOB-TV Website	U	F
Salazar	Steven	N	N	New Mexico Workforce Development Center	U	M
Salsberry	Fabian	N	N		U	M
Smith	Kelli	N	N	KOB-TV Website	U	F
Smith	Koger	N	Y	Website	U	F
Switzer	Alexandria	N	N		U	F
Timpane	Paul	N	N		U	M
Van Meter	Bob	N	N		U	M
Vigil	Jolynne	N	N		U	F
Warren	Calvin	N	N		U	M
Watermilller	Whitney	N	N		U	F
Weeks	Geri	N	N		U	U
Wendt	Kathy	N	N		U	F
White	Kevin	N	N		U	M
Wilson	Darcy	N	N	Website	U	F
Worden	Bill	N	Y	Word of Mouth	W	M
Worden	William W	N	N	Word of Mouth	W	M
Wright	Cheryl	N	N		U	F

Totals:	83 Applicants	8 Interviewed	Interviewees:	Ethnicity	Gender
				U: 2	M: 3
				H: 1	F: 5
				W: 5	

Person/s Hired:

Lung	Lori	Website	W	F
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EE0 Applicant Recruitment Report

Recruitment Source	# of Apps.	Recruitment Source	# of Apps.
New Mexico State University-Alamogordo	0	Las Mujeres de Lulac	0

Society of Broadcast Engineers	0	Asian American Journalists Association	0
KOBF-TV	0	Haskell Indian Nations University	0
Community Options	0	National Association of Broadcasters	0
NAACP Clovis	0	F&F Productions	0
KOB-TV Website	11	Emma L Bowen Foundation-CA	0
TV Jobs	1	Medialine	0
New Mexico Workforce Development Center	2	US Dept of the Air Force-Family Support Center	0
Workforce Investment Act, Jicarilla Apache Nation	0	Institute of American Indian Arts	0
BIA/SPA	0	Community Organization-General	0
College of the Southwest-Student Placement	0	Americans for Indian Opportunity	0
College of Santa Fe	0	Dine College-Placement Office	0
National Hispanic Media Coalition	0	Eastern New Mexico University -- College of Liberal Arts and Sciences	0
San Juan College-Placement Office	0	University of New Mexico-African American Student	0
New Mexico Trade	0	South Broadway Cultural Center	0
KAAL-TV	0	Albuquerque Indian Center	0
KOBR-TV	0	KSTP-TV	0
New Mexico Office of African Affairs	0	Job Fair	0
Jicarilla Apache JTPA	0	KSTP-FM	0
Hobbs Daily News Sun	0	Brown College - Career Services	0
Commission on the Status of Women - Team Works	0	WNYT-TV	0
Eastern New Mexico University-Roswell	0	WFMP-FM	0
Word of Mouth	4	Hispano Chamber of Commerce	0
Emma L Bowen Foundation-DC	0	Navajo Department of Workforce Development	0
Farmington Inter-Tribal Indian Organization	0	Women's Community Association	0
Roswell Hispano Chamber of Commerce	0	Website	10
Mana de Albuquerque	0	Society of Professional Journalists	0
Business Organization-General	0	Eastern New Mexico University-KENW	0
African American Cultural Association	0	Internal Applicant	2
St John's College	0	WHEC-TV	0
Bound to be Read	0	Self Inquiry	0
Image de Albuquerque	0	University of New Mexico-Gallup	0
Publication	0	Employee-Current	1
University of New Mexico-El Centro de las Raza	0	NAACP Rio Rancho	0
Mescalero Tribal Office-JPTA	0	Navajo Department of Workforce & Development	0
NAACP Chaves County	0	Women Housing Coalition	0
Emma L Bowen Foundation-NY	0	KSTP-AM	0
KOB-TV	0	University of New Mexico-American Indian Studies	0
Dine College	0	NAACP Albuquerque	0
University of New Mexico-Communication/Career Services	0	Workforce Connection of Central New Mexico	0
California Chicano News Media Assoc	0	National Association of Hispanic Journalists	0
Ft Lewis College-Career Services	0	New Mexico State NAACP Conference of Branches	0
KSTC-TV	0	JPTA Pueblo of Laguna	0
Shiprock Workforce Center	0	WDIO-TV	0

Southwestern Indian Polytechnic Institute- Job Plcmt Office	0	Chaves County Community Action	0
University of New Mexico-Career Services	0	John Marshall Multi-Service Center	0
KSAX-TV	0	San Juan Basin Area Vocational Technical School- Broadcast Media	0
Employee-Former	0	Crownpoint Institute of Technology	0
NAACP San Juan	0	National Indian Youth Council	0

JOB REQUISITION

DATE: April 3, 2006

POSITION TITLE: Business Manager (replacing Dru Felt)

PLEASE INDICATE:

1. FULL TIME X or PART TIME
2. REGULAR or TEMPORARY or INTERMITTENT
3. EXEMPT or NON-EXEMPT X

For Human Resource use only, please indicate salary range:

QUALIFICATIONS:

Reports to: General Manager; (dotted line to Corporate Controller)

Overview: Department head position with KOB-TV (46 market), including KOB-TV and KOB-TV, managing a broad range of KOB financial and operational functions including, administrative, management reporting, human resources, budgeting, internal controls, credit, forecasting, expense review and analysis, and policy compliance. Directly supervises staff of three (3). Interacts regularly with a wide variety of people including KOB-TV employees, as well as viewers, advertisers, vendors, Corporate personnel and the general public.

Previous management experience with direct supervision preferred. Demonstrated ability to take initiative, manage projects from start to finish, and meet deadlines.

Superior computer skills are essential. Top-notch competency in Microsoft Word and Microsoft Excel (or equivalent) is required. Job demands extensive report writing, data analysis, and computerized information exchange. Competency in Microsoft Access is preferred, but successful applicant will be trained, if needed. Familiarity with internet resources and navigation is preferred.

Strong accounting experience; demonstrated understanding of basic accounting principles. Degree in Accounting preferred.

Good writing skills; demonstrated ability to write coherent and professional letters and memos as well as to draft simple contract language.

Demonstrated perseverance and ability to get along and "hold one's own" with a broad range of personalities. Quick and clear thinking required.

Previous experience in a media company preferred;

DUTIES:

1. Expense Management

- Payables: Review all invoices for accuracy, assign account codes as needed, approve for payment.

- Capital Expenditures: Assist in the development of the station cap ex budget. Process all paperwork and maintain budget to actual files.
- Employee Expenses: Review and approve all employee expense statements. Assign account and product codes as needed.
- Payroll/Human Resources: Review or complete new hire paperwork and personnel action forms when changes are necessary. Ensure that employee payroll paperwork is completed accurately. Monitor the review process to ensure that employee reviews and raises are done in timely manner. Monitor salary budget compliance.
- Purchasing: Review and authorize all purchases -- evaluating necessity and ensuring appropriate process.

2. Budgeting, Profitability Monitoring and Expense Control:

- Manage the station budgeting process and compile all budget detail backup. Assist and advise Department Heads with their departmental budgets. Present budgets to General Manager for review and revision. Liaison with Corporate Headquarters regarding budget.
- Review monthly ledgers and monitor budget to actual variances throughout the year and communicate to station and Corporate management the reasons for variances.
- Develop and maintain revenue summary and cost-analysis reports on both a routine and *ad hoc* basis. Develop the ability to measure and report profitability by program.

3. General Administration: Monitor and enforce the application of a broad-range of administrative policies (both personnel and procedural) to keep stations in line with external regulators and internal approved practices (including, but not limited to FCC compliance, music licensing, affiliation agreements, political advertising, business ethics, employment practices, insurance policies, program agreements, etc.).

4. Serve as the primary liaison between the television stations and HBI Corporate Headquarters, ensuring that information flows both ways and that it is accurate.

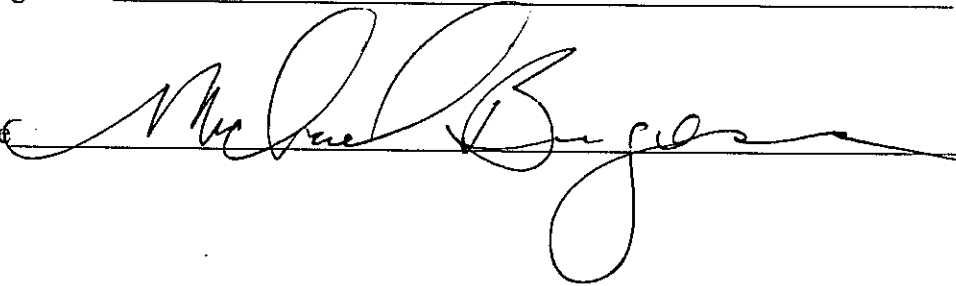
- Internal controls: Monthly account reconciliations, daily broadcast log reconciliation, segregation of duties.
- Accounting: Submit invoices and expenses for payment, review ledgers, and (as needed) troubleshoot problems.
- Purchasing: Submit purchase and stock requisitions. Evaluate purchase options.
- Human Resources and Payroll: Serve as "point person" with Corporate Human Resources and ensure execution and administration of Company policies and practices, including timekeeping, job postings, FCC/EEO compliance, new employee orientation, benefits administration, employee performance reviews, consistent treatment of employees, etc. Promotes positive employee relations.
- Information Services: Monitor expenses, initiate all employee adds, changes, and drops to network and e-mail access.
- Legal: Review all contracts (including program contracts, employee personal service agreements, and vendor agreements) to ensure that Department Heads and General Manager understand and agree to the essential terms. Actual negotiation of contract terms is sometimes

required. Read the fine print and appraise Management of contract risks. Submit contracts to HBI Legal for final execution, along with recommended changes.

5. Assist the General Manager by taking on special projects, such as new business development, as requested.
6. Actively and directly supervise administrative office personnel including managing schedules, coordinating work projects and monitoring performance, addressing issues as needed and completing performance reviews.

Department Head Signature _____

Manager's Signature _____

A handwritten signature in black ink, appearing to read "Michael J. Berger", is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

POSTING DATE: April 03, 2006
JOB#: 23-06
JOB TITLE: Business Manager
COMPANY: KOB-TV, Administrative
SCHEDULE: Monday - Friday
STATUS: Full Time, Salaried



QUALIFICATIONS:

Reports to: General Manager; (dotted line to Corporate Controller)

Overview: Department head position with KOB-TV (46 market), including KOB-TV and KOB-TV, managing a broad range of KOB financial and operational functions including, administrative, management reporting, human resources, budgeting, internal controls, credit, forecasting, expense review and analysis, and policy compliance. Directly supervises staff of three (3). Interacts regularly with a wide variety of people including KOB-TV employees, as well as viewers, advertisers, vendors, Corporate personnel and the general public.

Previous management experience with direct supervision preferred. Demonstrated ability to take initiative, manage projects from start to finish, and meet deadlines.

Superior computer skills are essential. Top-notch competency in Microsoft Word and Microsoft Excel (or equivalent) is required. Job demands extensive report writing, data analysis, and computerized information exchange. Competency in Microsoft Access is preferred, but successful applicant will be trained, if needed. Familiarity with internet resources and navigation is preferred.

Strong accounting experience; demonstrated understanding of basic accounting principles. Degree in Accounting preferred.

Good writing skills; demonstrated ability to write coherent and professional letters and memos as well as to draft simple contract language.

Demonstrated perseverance and ability to get along and "hold one's own" with a broad range of personalities. Quick and clear thinking required.

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- Payables: Review all invoices for accuracy, assign account codes as needed, approve for payment.
- Capital Expenditures: Assist in the development of the station cap ex budget. Process all paperwork and maintain budget to actual files.
- Employee Expenses: Review and approve all employee expense statements. Assign account and product codes as needed.
- Payroll/Human Resources: Review or complete new hire paperwork and personnel action forms when changes are necessary. Ensure that employee payroll paperwork is completed accurately. Monitor the review process to ensure that employee reviews and raises are done in timely manner. Monitor salary budget compliance.
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3. General Administration: Monitor and enforce the application of a broad-range of administrative policies (both personnel and procedural) to keep stations in line with external regulators and internal approved practices (including, but not limited to FCC compliance, music licensing, affiliation agreements, political advertising, business ethics, employment practices, insurance policies, program agreements, etc.).

4. Serve as the primary liaison between the television stations and HBI Corporate Headquarters, ensuring that information flows both ways and that it is accurate.

- Internal controls: Monthly account reconciliations, daily broadcast log reconciliation, segregation of duties.
- Accounting: Submit invoices and expenses for payment, review ledgers, and (as needed) troubleshoot problems.
- Purchasing: Submit purchase and stock requisitions. Evaluate purchase options.
- Human Resources and Payroll: Serve as "point person" with Corporate Human Resources and ensure execution and administration of Company policies and practices, including timekeeping, job postings, FCC/EEO compliance, new employee orientation, benefits administration, employee performance reviews, consistent treatment of employees, etc. Promotes positive employee relations.
- Information Services: Monitor expenses, initiate all employee adds, changes, and drops to network and e-mail access.

Mailout List
Business Manager, #23-06

Mr. Armando Chavez
Image de Albuquerque
P.O. Box 80022
Albuquerque, NM 87198

Ms. Janet Serino
Mana de Albuquerque
1305 Forrester NW
Albuquerque, NM 87104

Mr. Clarence L. Smith
NAACP Albuquerque Branch
P.O. Box 1922
Albuquerque, NM 87193

Ms. Barbara Aikins
NAACP Rio Ranch
P.O. Box 45208
Rio Rancho, NM 87174

Alex Nogales
National Hispanic Media Coalition
2514 South Grand Avenue
Los Angeles, CA 90007

Alex Hitz Sanchez
NAB, Broadcast Res. Program
1771 N Street, NW
Washington, DC 20036-2891



Hubbard Broadcasting, Inc.

Recruitment Information Management System (RIMS)

Job Postings
Applicants
Recruitment Sources
Hiring Officials
Outreach Log
E-mails
Labels
Letters
Reports
Company Profile
Logout

Recruitment Job Posting Email

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #

KOB-TV

☒ 23-06 Business Manager

Email to

- ☐ African American Cultural Association -twolove06@aol.com- (04/03/0
- ☐ Albuquerque Indian Center -Toni_M629@hotmail.com- (04/03/06 03:0
- ☐ American Women in Radio and Television -sbaxter@awrt.org- (04/03
- ☐ California Chicano News Media Assoc -ccnmainfo@ccnma.org- (04/03
- ☐ College of the Southwest-Student Placement -sfouts@csu.edu- (04/
- ☐ Commission on the tatus of Women - Team Works -ralphsigala@qw
- ☐ Community Options -Robert.Bryant@comop.org- (04/03/06 03:00:12 P
- ☐ Dine College-Placement Office -lpeterman@dinecollege.edu- (04/03/06
- ☐ Eastern New Mexico University-KENW -orlando.ortega@enmu.edu- (0
- ☐ Eastern New Mexico University-Roswell -crc@roswell.enmu.edu- (04/
- ☐ Emma L Bowen Foundation-CA -nppichardo@mptp.com- (04/03/06 03
- ☐ Emma L Bowen Foundation-DC -phylis.eagle-oldson@corporate.ge.com
- ☐ Emma L Bowen Foundation-NY -sdrice@cbs.com- (04/03/06 03:00:12
- ☐ F&F Productions -donnag@fandfproductions.com- (04/03/06 03:00:12 P
- ☐ F&F Productions -dgullliame@hbi.com- (04/03/06 03:00:13 PM)
- ☐ F&F Productions -donnag@fandfproductions.com- (04/03/06 03:00:13 P
- ☐ Ft Lewis College-Career Services -careerservices@fortlewis.edu- (04/0
- ☐ Haskell Indian Nations University -bcunningham@haskell.edu- (04/03,
- ☐ Hispano Chamber of Commerce -bea@ahcnm.org- (04/03/06 03:00:1
- ☐ JPTA Pueblo of Laguna -VelmaAnderson@lagunatribe.org- (04/03/06 03
- ☐ KAAL-TV -swestphal@kaaltv.com- (04/03/06 03:00:13 PM)
- ☐ KOB-TV -DiBrown@kobtv.com- (04/03/06 03:00:13 PM)
- ☐ KOB-TV -dkelly@kobtv.com- (04/03/06 03:00:13 PM)
- ☐ KOB-TV -ncastillo@kobtv.com- (04/03/06 03:00:13 PM)
- ☐ KSAX-TV -kstone@ksax.com- (04/03/06 03:00:13 PM)
- ☐ KSTP-TV -kgorder@hbi.com- (04/03/06 03:00:13 PM)
- ☐ Medialine -mark@medialine.com- (04/03/06 03:00:14 PM)
- ☐ National Association of Hispanic Journalists -jobbank@nahj.org- (04/
- ☐ National Indian Youth Council -EJoe@niyc-alb.org- (04/03/06 03:00:1
- ☐ New Mexico Office of African Affairs -harold.bailey@state.nm.us- (04/
- ☐ New Mexico Trade -robert@newmexicotrade.org- (04/03/06 03:00:14 P
- ☐ New Mexico Workforce Development Center -avinson@state.nm.us-
- ☐ San Juan College-Placement Office -SchumacherMa@sanjuancollege.e
- ☐ Society of Broadcast Engineers -kjones@sbe.org- (04/03/06 03:00:14
- ☐ Society of Professional Journalists -webmaster@spj.org- (04/03/06 03
- ☐ Southwestern Indian Polytechnic Institute-Job Plcmt Office -mgarr
- ☐ St John's College -solmsted@sjcsf.edu- (04/03/06 03:00:14 PM)
- ☐ University of New Mexico-African American Student -wcarrea@unm
- ☐ University of New Mexico-American Indian Studies -pagoyo@unm.e
- ☐ University of New Mexico-Career Services -jobpost@unm.edu- (04/0
- ☐ University of New Mexico-Career Services -montano@unm.edu- (04/

- ☐ US Dept of the Air Force-Family Support Center -Shawmarie.caudill@...
- ☐ WDIO-TV -pscandin@wdio.com- (04/03/06 03:00:15 PM)
- ☐ WHEC-TV -kknox@hbi.com- (04/03/06 03:00:15 PM)
- ☐ WNYT-TV -ckimball@wnyt.com- (04/03/06 03:00:15 PM)
- ☐ Workforce Connection of Central New Mexico -mmartin@wccnm.org-

46 Records

Submit

Back

Business Manager

Posted by: Hubbard Broadcasting

Job ID: W68754**Location:** Albuquerque, NM**Salary:** Not Specified**Date Listed:**

4/3/2006

Job Type:

Full Time

Hourly:

Not Specified

Degree Required: Bachelor of Arts**General Comments:****BUSINESS MANAGER**

Albuquerque

Hubbard Broadcasting-owned KOB-TV has an opening for a **BUSINESS MANAGER** to manage a broad range of financial and operational functions, including administration, budgeting, internal controls, credit, forecasting, expense review and analysis, human resources and compliance. Must have strong accounting experience and demonstrated understanding of basic accounting principles. Position demands extensive report writing and data analysis. Must have superior computer skills. Will play key role in managing the conversion to WideOrbit traffic system and new financial system; related experience a plus. Previous broadcasting experience preferred.

Position offers an attractive salary, excellent benefits and busy, fast-paced environment. Send resume in confidence to:

Diane Brown, Assistant to General **MANAGER**

KOB-TV

4 Broadcast Plaza

Albuquerque, NM 87104

[Mark as a 'Keeper'](#)[View Your 'Keepers'](#)[Apply Now](#)

Brown, Diane

From: Cook, Sue
Sent: Monday, April 03, 2006 10:45 AM
To: Brown, Diane
Subject: BCFM ad

Diane, I placed an ad for Business Manager on the BCFM website (bcfm.com). You can make a copy and add it to your recruitment sources. Sue

Suzanne J. Cook
Vice President, Human Resources
Hubbard Broadcasting, Inc.
(651) 642-4491

Job Listing Preview



KOB (NBC) Albuquerque, NM

Position	Business Manager
Station Ownership	Hubbard Broadcasting
Reference #	<i>Will be assigned when submission is completed ...</i>
Type	Television
Full / Part	Full Time - Regular
Experience	3 Years
Posted	4/3/2006
Closes	5/3/2006
Time Left	30 Days
DMA	#46
Found In	Business Manager



Business Manager

Qualifications: Reports to: General Manager
(dotted line to Corporate Controller)

Overview: Department head position with KOB-TV (46 market), including KOB-TV and KOB-TV, managing a broad range of KOB financial and operational functions including, administrative, management reporting, human resources, budgeting, internal controls, credit, forecasting, expense review and analysis, and policy compliance. Directly supervises staff of three(3). Interacts regularly with a wide variety of people including KOB-TV employees, as well as viewers, advertisers, vendors, Corporate personnel and the general public. Previous management experience with direct supervision preferred. Demonstrated ability to take initiative, manage projects from start to finish, and meet deadlines. Superior computer skills are essential. Top-notch competency in Microsoft Word and Microsoft Excel (or equivalent) is required. Job demands extensive report writing, data analysis, and computerized information exchange. Competency in Microsoft Access is preferred, but successful applicant will be trained, if needed. Familiarity with internet resources and navigation is preferred. Strong accounting experience demonstrated



Supplemental Information

Salary Type	
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	
Workweek	
Scheduled on Holidays	
Start Date	ASAP!
Probation Period	
Benefits	
Benefit Premium	
401K Plan	
Vacation	
Paid Sick Leave	
Phone Calls	
Agent Phone Calls	
Résumé	Required
Cover Letter	Required
References	Required
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	No
TVJobs.com E-Résumé	<u>Yes</u>
Degree Required	
Contract Required	

understanding of basic accounting principles. Degree in Accounting preferred. Good writing skills demonstrated ability to write coherent and professional letters and memos as well as to draft simple contract language. Demonstrated perseverance and ability to get along and "hold one's own" with a broad range of personalities. Quick and clear thinking required. Previous experience in a media company preferred.

Duties:

1. Expense Management: Payables: Review all invoices for accuracy, assign account codes as needed, approve for payment.

· Capital Expenditures: Assist in the development of the station cap ex budget. Process all paperwork and maintain budget to actual files.

· Employee Expenses: Review and approve all employee expense statements. Assign account and product codes as needed.

· Payroll/Human Resources: Review or complete new hire paperwork and personnel action forms when changes are necessary. Ensure that employee payroll paperwork is completed accurately. Monitor the review process to ensure that employee reviews and raises are done in timely manner. Monitor salary budget compliance.

· Purchasing: Review and authorize all purchases -- evaluating necessity and ensuring appropriate process.

2. Budgeting, Profitability Monitoring and Expense Control:

· Manage the station budgeting process and compile all budget detail backup. Assist and advise Department Heads with their departmental budgets. Present budgets to General Manager for review and revision. Liaison with Corporate Headquarters regarding budget.

· Review monthly ledgers and monitor budget to actual variances throughout the year and communicate to station and Corporate management the reasons for variances.

· Develop and maintain revenue summary and cost-analysis reports on both a routine and ad hoc basis. Develop the ability to measure and report profitability by program.

3. General Administration: Monitor and enforce the application of a broad-range of administrative policies (both personnel and procedural) to keep stations in line with external regulators and internal approved practices (including, but not limited to FCC compliance, music licensing, affiliation agreements, political advertising, business ethics, employment practices, insurance policies, program agreements, etc.).

4. Serve as the primary liaison between the television stations and HBI Corporate Headquarters, ensuring that information flows both ways and that it is accurate.

· Internal controls: Monthly account reconciliations, daily broadcast log reconciliation, segregation of duties.

· Accounting: Submit invoices and expenses for payment, review ledgers, and (as needed) troubleshoot problems.

· Purchasing: Submit purchase and stock requisitions. Evaluate purchase options.

· Human Resources and Payroll: Serve as "point person" with Corporate Human Resources and ensure execution and administration of Company policies and practices,

Contract Length

Special Requirements

Driver's License

Insurance

Good Driving Record

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Union Position

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

Application Form

No

including timekeeping, job postings, FCC/EEO compliance, new employee orientation, benefits administration, employee performance reviews, consistent treatment of employees, etc. Promotes positive employee relations.

· Information Services: Monitor expenses, initiate all employee adds, changes, and drops to network and e-mail access.

· Legal: Review all contracts (including program contracts, employee personal service agreements, and vendor agreements) to ensure that Department Heads and General Manager understand and agree to the essential terms. Actual negotiation of contract terms is sometimes required. Read the fine print and appraise Management of contract risks. Submit contracts to HBI Legal for final execution, along with recommended changes.

5. Assist the General Manager by taking on special projects, such as new business development, as requested.

6. Actively and directly supervise administrative office personnel including managing schedules, coordinating work projects and monitoring performance, addressing issues as needed and completing performance reviews.

Send resume to: Diane Brown, KOB-TV
4 Broadcast Plaza SW, Albuquerque, NM 87104
E-mail: dibrown@kobtv.com Fax: 505 764 2505

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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Annual E-Resume subscription
or DigitalTalent résumé required.

[[View other KOB job listings](#)]

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[Accept \(Final\) -->](#)



Brown, Diane

From: jobs@tvjobs.com
Sent: Monday, April 03, 2006 2:40 PM
To: Brown, Diane
Subject: TVJobs.com - Business Manager job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Diane J. Brown,

Your "Business Manager" position was just posted in the TVJobs.com Database and is now available online...

Station : KOB
Position: Business Manager
Category: Business Manager
Job ID : TVJ#34064821
Posted : 4/3/2006
Expires : 5/3/2006
Status : Registered Employer - Job Posted Ad Text :

Business Manager

Qualifications: Reports to: General Manager (dotted line to Corporate Controller)

Overview: Department head position with KOB-TV (46 market), including KOB-TV and KOB-TV, managing a broad range of KOB financial and operational functions including, administrative, management reporting, human resources, budgeting, internal controls, credit, forecasting, expense review and analysis, and policy compliance. Directly supervises staff of three(3). Interacts regularly with a wide variety of people including KOB-TV employees, as well as viewers, advertisers, vendors, Corporate personnel and the general public. Previous management experience with direct supervision preferred. Demonstrated ability to take initiative, manage projects from start to finish, and meet deadlines. Superior computer skills are essential. Top-notch competency in Microsoft Word and Microsoft Excel (or equivalent) is required. Job demands extensive report writing, data analysis, and computerized information exchange. Competency in Microsoft Access is preferred, but successful applicant will be trained, if needed. Familiarity with internet resources and navigation is preferred. Strong accounting experience demonstrated understanding of basic accounting principles. Degree in Accounting preferred. Good writing skills demonstrated ability to write coherent and professional letters and memos as well as to draft simple contract language. Demonstrated perseverance and ability to get along and "hold one's own" with a broad range of personalities. Quick and clear thinking required. Previous experience in a media company preferred.

Duties:

1. Expense Management: Payables: Review all invoices for accuracy, assign account codes as needed, approve for payment.
 - Capital Expenditures: Assist in the development of the station cap ex budget. Process all paperwork and maintain budget to actual files.
 - Employee Expenses: Review and approve all employee expense statements. Assign account and product codes as needed.
 - Payroll/Human Resources: Review or complete new hire paperwork and personnel action forms when changes are necessary. Ensure that employee payroll paperwork is completed accurately. Monitor the review process to ensure that employee reviews and raises are done in timely manner. Monitor salary budget compliance.
 - Purchasing: Review and authorize all purchases -- evaluating necessity and ensuring appropriate process.
2. Budgeting, Profitability Monitoring and Expense Control:
 - Manage the station budgeting process and compile all budget detail backup. Assist and advise Department Heads with their departmental budgets. Present budgets to General Manager for review and revision. Liaison with Corporate Headquarters regarding budget.
 - Review monthly ledgers and monitor budget to actual variances throughout the year and communicate to station and Corporate management the reasons for variances.
 - Develop and maintain revenue summary and cost-analysis reports on both a routine and ad hoc basis. Develop the ability to measure and report profitability by program.

3. General Administration: Monitor and enforce the application of a broad-range of administrative policies (both personnel and procedural) to keep stations in line with external regulators and internal approved practices (including, but not limited to FCC compliance, music licensing, affiliation agreements, political advertising, business ethics, employment practices, insurance policies, program agreements, etc.).

4. Serve as the primary liaison between the television stations and HBI Corporate Headquarters, ensuring that information flows both ways and that it is accurate.

- Internal controls: Monthly account reconciliations, daily broadcast log reconciliation, segregation of duties.

- Accounting: Submit invoices and expenses for payment, review ledgers, and (as needed) troubleshoot problems.

- Purchasing: Submit purchase and stock requisitions. Evaluate purchase options.

- Human Resources and Payroll: Serve as "point person" with Corporate Human Resources and ensure execution and administration of Company policies and practices, including timekeeping, job postings, FCC/EEO compliance, new employee orientation, benefits administration, employee performance reviews, consistent treatment of employees, etc. Promotes positive employee relations.

- Information Services: Monitor expenses, initiate all employee adds, changes, and drops to network and e-mail access.

- Legal: Review all contracts (including program contracts, employee personal service agreements, and vendor agreements) to ensure that Department Heads and General Manager understand and agree to the essential terms. Actual negotiation of contract terms is sometimes required. Read the fine print and appraise Management of contract risks. Submit contracts to HBI Legal for final execution, along with recommended changes.

5. Assist the General Manager by taking on special projects, such as new business development, as requested.

6. Actively and directly supervise administrative office personnel including managing schedules, coordinating work projects and monitoring performance, addressing issues as needed and completing performance reviews.

Send resume to: Diane Brown, KOB-TV

4 Broadcast Plaza SW, Albuquerque, NM 87104

E-mail: dibrown@kobtv.com Fax: 505 764 2505

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.

2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)

3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.

4. If no extension is needed, the job will be automatically removed at 1 am PST on 5/3/2006.

5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.

6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=5506651579443874>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs.com
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:24 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:22 PM	92249695	2' 13"	3	SEND	OK	227	

TOTAL : 2M 13S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Sharon Sanchez
Women's Community Association

FROM: Diane Brown

FAX NUMBER: 224 9695 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of **Business Manager** at KOB-TV.

TRANSACTION REPORT

APR-03-2026 FRI 01:27 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:25 PM	98846728	2' 37"	3	SEND	OK	228	

TOTAL : 2M 37S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Angie Ludi
Women Housing Coalition

FROM: Diane Brown

FAX NUMBER: 884 6728 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of **Business Manager** at KOB-TV

TRANSACTION REPORT

P.01

APR-03-2026 FRI 01:30 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:28 PM	92775182	2' 09"	3	SEND	OK	229	

TOTAL 27 PAGES



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Veronica Mendez-Cruz
University of New Mexico – El Centro de las Raza

FROM: Diane Brown

FAX NUMBER: 277 5182 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening – Business Manager, #23-06

Applicants are being accepted for the position of **Business Manager** at KOB-TV

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:33 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:30 PM	92770708	2' 41"	3	SEND	OK	230	
			TOTAL :	2M 41S	PAGES:	3		



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Dennis Farber
University of New Mexico, College of Fine Arts

FROM: Diane Brown

FAX NUMBER: 277 0708 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of Business Manager at KOB-TV

TRANSACTION REPORT

P.01

APR-03-2026 FRI 01:36 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TIME	PAGES	NOTE
APR-03	01:33 PM	91305284520711832	3' 02"	3 SEND	OK 231

TOTAL : 3M 2S PAGES: 3



KOB-TV

4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Luis Herrera
University of Miami School of Communication

FROM: Diane Brown

FAX NUMBER: 305 284 5207 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of Business Manager, #23-06

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:39 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:37 PM	91505646125511832	2' 12"	3	SEND	OK	232	

TOTAL : 2M 12S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Sean McClellan
New Mexico State University - Las Cruces

FROM: Diane Brown

FAX NUMBER: 505 646 1255 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Application submitted for the position of Business Manager at KOB-TV

TRANSACTION REPORT

P. 01

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:40 PM	92243073	2' 13"	3	SEND	OK	233	

TOTAL : 2M 13S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Teresa Torrez
Las Mujeres de Lulac

FROM: Diane Brown

FAX NUMBER: 224 3073 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of Business Manager at KOB-TV

TRANSACTION REPORT

P.01

APR-03-2026 FRI 01:45 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:42 PM	91505552694111832	2' 09"	3	SEND	OK	234	

TOTAL : 2M 9S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400

Fax: (505) 764-2505

Fax

TO: Velma Anderson
JPTA Pueblo of Laguna

FROM: Diane Brown

FAX NUMBER: 505 552 6941 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening – Business Manager, #23-06

Applicants are being accepted for the position of Business Manager at KOB-TV

TRANSACTION REPORT

APR-03-2026 FRI 01:48 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:45 PM	97641795	2'26"	3	SEND	OK	235	

TOTAL : 2M 26S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Timo Alvidizez
John Marshall Multi-Service Center

FROM: Diane Brown

FAX NUMBER: 764 1795 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening – Business Manager, #23-06

Applicants are being accepted for the position of Business Manager at KOB-TV.

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:50 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:48 PM	91505562284711832	2' 13"	3	SEND	OK	236	



4 Broadcast Plaza SW

Albuquerque, NM 87104

Telephone: (505) 764-2400

Fax: (505) 764-2505

Fax

TO: Anthony Schroeder & Christopher Stasheff
Eastern New Mexico University - Portales

FROM: Diane Brown

FAX NUMBER: 505 562 2847 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Applicants are being accepted for the position of **Business Manager** at KOB-TV

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:53 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:51 PM	91505473612111832	2' 12"	3	SEND	OK	237	

TOTAL : 2M 12S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Andrew Lovato
College of Santa Fe

FROM: Diane Brown

FAX NUMBER: 505 475 6121 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening - Business Manager, #23-06

Interested parties should contact the position of Business Manager at KOB-TV

TRANSACTION REPORT

P. 01

APR-03-2026 FRI 01:58 PM

FOR: DIANE BROWN

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
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APR-03	01:55 PM	98428658	2:11	3				
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TOTAL : 2M 11S PAGES: 3



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Laura Harris
Americans for Indian Opportunity

FROM: Diane Brown

FAX NUMBER: 842 8658 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening -- Business Manager, #23-06

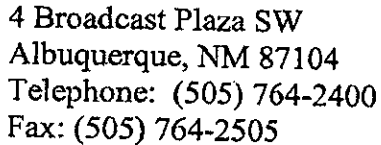
Submitted for the position of Business Manager at KOB-TV

P. 01

APR-03-2026 FRI 02:00 PM

505 764 2505

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
APR-03	01:54 PM	95633082	1' 15"	1	SEND	COM. E-2	238	
	01:58 PM		2' 11"	3	SEND	OK	238	
				TOTAL :		3M 26S	PAGES:	4



Fax

FROM: Diane Brown

FAX NUMBER: 563 3082 (total of 3 pages)

DATE: May 17, 2005

SUBJECT: Job Opening – Business Manager, #23-06

Applicants are being accepted for the position of **Business Manager** at KOB-TV.



Hubbard Broadcasting, Inc.

Recruitment Information Management System (RIMS)

Job Postings
Applicants
Recruitment Sources
Hiring Officials
Outreach Log
E-mails
Labels
Letters
Reports
Company Profile
Logout

Recruitment Job Posting Email

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #

KOB-TV

☒ 23-06 Business Manager -- REVISION

Email to

- ☐ African American Cultural Association -twolove06@aol
- ☐ Albuquerque Indian Center -Toni_M629@hotmail.com- t
- ☐ American Women in Radio and Television -sbaxter@a
- ☐ Brown College - Career Services -aluckie-parks@brown
- ☐ California Chicano News Media Assoc -ccnmainfo@ccn
- ☐ College of the Southwest-Student Placement -sfouts@
- ☐ Commission on the Status of Women - Team Works
- ☐ Community Options -Robert.Bryant@comop.org- (06/05,
- ☐ Dine College-Placement Office -lpeterman@dinecollege.
- ☐ Eastern New Mexico University-KENW -orlando.ortega@
- ☐ Eastern New Mexico University-Roswell -stephanie.her
- ☐ Emma L Bowen Foundation-CA -nppichardo@mptp.com
- ☐ Emma L Bowen Foundation-DC -phylis.eagle-oldson@cr
- ☐ Emma L Bowen Foundation-NY -sdrice@cbs.com- (06/0
- ☐ F&F Productions -dgullillame@hbi.com- (06/05/06 12:11:
- ☐ F&F Productions -donnag@fandfproductions.com- (06/05,
- ☐ F&F Productions -donnag@fandfproductions.com- (06/05,
- ☐ Ft Lewis College-Career Services -careerservices@fortl
- ☐ Haskell Indian Nations University -btapedo@haskell.ed
- ☐ Hispano Chamber of Commerce -crystal@ahcnm.org- (
- ☐ JPTA Pueblo of Laguna -ksmith@lagunatribe.org- (06/05
- ☐ KAAL-TV -swestphal@kaaltv.com- (06/05/06 12:11:49 PM
- ☐ KOB-TV -DIBrown@kobtv.com- (06/05/06 12:11:49 PM)
- ☐ KOB-TV -dkelly@kobtv.com- (06/05/06 12:11:49 PM)
- ☐ KOB-TV -nnieto@kobtv.com- (06/05/06 12:11:49 PM)
- ☐ KSAX-TV -kstone@ksax.com- (06/05/06 12:11:49 PM)
- ☐ KSTP-TV -kgorder@hbi.com- (06/05/06 12:11:49 PM)
- ☐ Medialine -mark@medialine.com- (06/05/06 12:11:50 PM
- ☐ National Association of Hispanic Journalists -jobbank@
- ☐ National Indian Youth Council -EJoe@niyc-alb.org- (06/
- ☐ Navajo Department of Workforce Development -rshir
- ☐ New Mexico Office of African Affairs -harold.bailey@sta
- ☐ New Mexico Trade -robert@mywebdesigner.org- (06/05/
- ☐ New Mexico Workforce Development Center -avinson@
- ☐ San Juan College-Placement Office -schumacherma@si
- ☐ Society of Broadcast Engineers -kjones@sbe.org- (04/0
- ☐ Society of Professional Journalists -webmaster@spj.org
- ☐ St John's College -djayers@sjcsf.edu- (06/05/06 12:11:5
- ☐ TV Jobs -admin@tvjobs.com- (06/05/06 12:11:51 PM)
- ☐ University of New Mexico-African American Student
- ☐ University of New Mexico-American Indian Studies -j

- ☐ University of New Mexico-Career Services -jobpost@u
- ☐ University of New Mexico-Career Services -montano@
- ☐ University of New Mexico-Gallup -dianebla@gallup.unr
- ☐ US Dept of the Air Force-Family Support Center -Sha
- ☐ WDIO-TV -pscandin@wdio.com- (06/05/06 12:11:51 PM)
- ☐ WHEC-TV -kknox@hbi.com- (06/05/06 12:11:52 PM)
- ☐ WNYT-TV -ckimball@wnyt.com- (06/05/06 12:11:52 PM)
- ☐ Workforce Connection of Central New Mexico -mmart

49 Records

Submit

Back

Applicant Recruitment Report

Company:	KOB-TV Production	Status:	FT
Position Title:	Director	EEO Category Code:	3
Date Opened:	02/07/2007	Job Ref#:	9-07
Date Closed:	02/21/2007	Recruitment Source Position Type:	P

Last Name	First Name	Hired	Interviewed	Recruitment Source	Ethnicity	Gender
Brommer	Nicholas	N	N	TV Jobs	U	M
Cappetta	Neil	N	N	TV Jobs	U	M
Emenheiser	Adrian	N	N	TV Jobs	U	U
Foster	Jason	N	N	TV Jobs	U	M
Kelley	Joshua	N	N	TV Jobs	U	M
Lynn	Shawn	N	N	TV Jobs	U	M
Montoya	Kimberly	Y	Y	Internal Applicant	H	F
Oliver	Mike	N	N	TV Jobs	U	M
Witzke	Joshua	N	N	TV Jobs	U	M

Totals:	9 Applicants	1 Interviewed	Interviewees:	Ethnicity H: 1	Gender F: 1
---------	--------------	---------------	---------------	-------------------	----------------

Person/s Hired:

Montoya	Kimberly	Internal Applicant	H	F
---------	----------	--------------------	---	---

EE0 Applicant Recruitment Report

Recruitment Source	# of Apps.	Recruitment Source	# of Apps.
New Mexico State University-Las Cruces	0	University of New Mexico-El Centro de las Raza	0
Las Mujeres de Lulac	0	Society of Broadcast Engineers	0
Eastern New Mexico University-Journalism	0	New England College	0
KOBF-TV	0	Haskell Indian Nations University	0
National Association of Broadcasters	0	NAACP Clovis	0
F&F Productions	0	KOB-TV Website	0
TV Jobs	8	Medialine	0
Asian American Journalists Association	0	Community Organization-General	0
Wayne State University Journalism Institute for Minorities	0	US Dept of the Air Force-Family Support Center	0
Louisiana State University Manship School of Communication	0	New Mexico Broadcasters Association	0
NAACP Albuquerque Branch	0	Americans for Indian Opportunity	0
College of Santa Fe	0	Hobbs Daily News Sun	0
Eastern New Mexico University-Career Svcs2	0	Eastern New Mexico University -- College of Liberal Arts and Sciences	0
San Juan College-Placement Office	0	University of New Mexico-African American Student	0
New Mexico Trade	0	KAAL-TV	0
NAACP Chaves County	0	KSTP-TV	0
New Mexico Office of African Affairs	0	Job Fair	0
Society of Professional Journalists	0	KSTP-FM	0
Emma L Bowen Foundation-NY	0	Brown College - Career Services	0
WNYT-TV	0	WFMP-FM	0
Word of Mouth	0	University of New Mexico-Dept of Communication & Journalism	0

Emma L Bowen Foundation-CA	0	WDIO-TV	0
National Hispanic Media Coalition	0	TV News Giggs	0
Roswell Hispano Chamber of Commerce	0	Website	0
Mana de Albuquerque	0	ReelzChannel	0
University of Texas-Communication/Career Services	0	Eastern New Mexico University-MC	0
Internal Applicant	1	WHEC-TV	0
Bound to be Read	0	Self Inquiry	0
Image de Albuquerque	0	Publication	0
Employee-Current	0	University of New Mexico-College of Fine Arts	0
NAACP Rio Rancho	0	New Mexico Workforce Development Center	0
Eastern New Mexico University - Dept of Communicative Arts & Sciences	0	KOBR-TV	0
National Press Photographers Assoc-Reg Chapter 8	0	Emma L Bowen Foundation-DC	0
KSTP-AM	0	KOB-TV	0
University of New Mexico-American Indian Studies	0	Hispano Chamber of Commerce	0
National Association of Hispanic Journalists	0	Ft Lewis College-Career Services	0
New Mexico State NAACP Conference of Branches	0	KSTC-TV	0
Business Organization-General	0	Eastern New Mexico University-KENW	0
African American Cultural Association	0	University of New Mexico-Career Services	0
KSAX-TV	0	University of Miami School of Communication	0
San Juan Basin Area Vocational Technical School-Broadcast Media	0	Employee-Former	0
California Chicano News Media Assoc	0	Eastern New Mexico University-Career Svcs	0
NAACP San Juan	0	National Indian Youth Council	0

JOB REQUISITION

DATE: February 5, 2007

POSITION TITLE: Director (replacing Gene Garcia) # 09-07

SCHEDULE: Nightside

COMPANY: KOB-TV

DEPARTMENT: Production

PLEASE INDICATE:

1. FULL TIME X or PART TIME
2. REGULAR X or TEMPORARY or INTERMITTENT
3. EXEMPT or NON-EXEMPT X

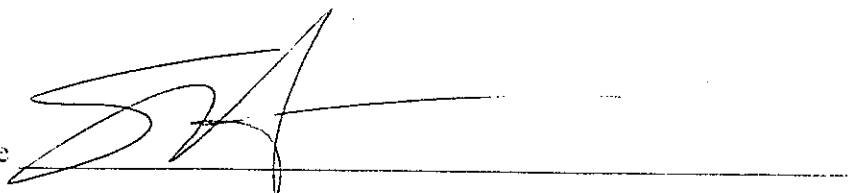
For Human Resource use only, please indicate salary range:

QUALIFICATIONS: Applicant must have a minimum of two years production experience in news operation. Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation. Knowledge of Philips DD35 or similar switchers is required. Strong leadership ability, and ability to work well under pressure is a must.

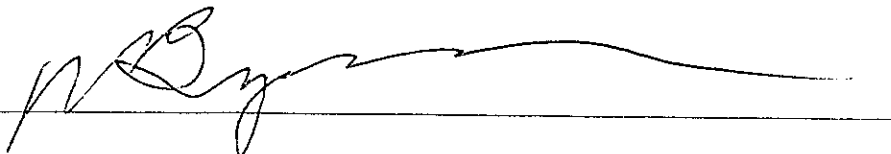
JOB DESCRIPTION: Responsibilities will include, but not limited to: Direct or technical direct weekend news broadcast. Supervision of production staff in audio, chyron, floor, videotape and master control. Mark and assign all videotape sources and assign crew as required to execute a one-to-two-hour news program as laid out by the producer. Technical directing duties include record and playback of necessary graphics, operate the Philips DD35 video switcher, still store and other production equipment as needed. Responsible for marking all scripts and directing all crew members in their assigned duties. Other duties include directing, assistant directing, technical directing, and other assigned duties both live and on videotape. Regular other duties may include VTR operations shifts.

PHYSICAL REQUIREMENTS: The following physical requirements are typical, but all-inclusive: Good hand/eye coordination. Must sit for extended periods of time. Good hearing a must. Will also be required to lift and carry cables and equipment up to 30 lbs.

Department Head Signature



Manager's Signature



POSTING DATE: February 07, 2007
JOB#: 9-07
JOB TITLE: Director
COMPANY: KOB-TV, Production
SCHEDULE: Nightside
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

DUTIES:

- Direct or technical direct weekend news broadcast.
- Supervision of production staff in audio, chyron, floor, videotape and master control.
- Mark and assign all videotape sources and assign crew as required to execute a one-to-two hour news program as laid out by the producer.
- Technical directing duties include record and playback of necessary graphics, operate the Philips DD35 video switcher, still store and other production equipment as needed.
- Responsible for marketing all scripts and directing all crew members in their assigned duties both live and on videotape.
- Regular other duties may include VTR operation shifts.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 9-07
4 Broadcast Plaza SW
Albuquerque, NM 87104
Fax: (505) 764-2505
Email: dibrown@kobtv.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER

**Mailout list for
Director, #09-07**

Ms. Janet Serino
Mana de Albuquerque
1305 Forrester, NW
Albuquerque, NM 87104

Mr. Clarence L. Smith
NAACP Albuquerque Branch
P.O. Box 1922
Rio Rancho, NM 87103

Alex Hitz Sanchez
NAB, Broadcast Res. Program
1771 N Street, NW
Washington, DC 20036-2891

Alex Nogales
National Hispanic Media Coalition
1201 W. 5th Street, #T205
Los Angeles, CA 90017

New Mexico State NAACP Conference of
Branches
Attn: Michael L. Davis, State President
2603 Coventry Road
Las Cruces, NM 88011



Hubbard Broadcasting, Inc.

Recruitment Information Management System (RIMS)

Job Postings
Applicants
Recruitment Sources
Hiring Officials
Outreach Log
E-mails
Labels
Letters
Reports
Company Profile
Logout

Recruitment Job Posting Email

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KOB-TV

9-07 Director

Email to

- ☐ African American Cultural Association -twolove06@aol.com- (02/07/07 10:48:50 AM)
- ☐ Brown College - Career Services -aluckie-parks@browncollege.edu- (02/07/07 10:48:50 AM)
- ☐ California Chicano News Media Assoc -ccnmainfo@ccnma.org- (02/07/07 10:48:50 AM)
- ☐ Eastern New Mexico University-Career Svcs -Susan.Larsen@enmu.edu- (02/07/07 10:48:50 AM)
- ☐ Eastern New Mexico University-Career Svcs2 -Susan.Ross@enmu.edu- (02/07/07 10:48:50 AM)
- ☐ Eastern New Mexico University-KENW -orlando.ortega@enmu.edu- (02/07/07 10:48:51 AM)
- ☐ Emma L Bowen Foundation-CA -nppichardo@mptp.com- (02/07/07 10:48:51 AM)
- ☐ Emma L Bowen Foundation-DC -phylis.eagle-oldson@corporate.ge.com- (02/07/07 10:48:51 AM)
- ☐ Emma L Bowen Foundation-NY -sdrice@cbs.com- (02/07/07 10:48:51 AM)
- ☐ F&F Productions -dgullliame@hbl.com- (02/07/07 10:48:51 AM)
- ☐ F&F Productions -donnag@fandfproductions.com- (02/07/07 10:48:51 AM)
- ☐ F&F Productions -donnag@fandfproductions.com- (02/07/07 10:48:51 AM)
- ☐ Ft Lewis College-Career Services -careerservices@fortlewis.edu- (02/07/07 10:48:51 AM)
- ☐ Haskell Indian Nations University -btapedo@haskell.edu- (02/07/07 10:48:51 AM)
- ☐ Hispano Chamber of Commerce -crystal@ahcnm.org- (02/07/07 10:48:51 AM)
- ☐ KAAL-TV -swestphal@kaaltv.com- (02/07/07 10:48:52 AM)
- ☐ KOB-TV -DiBrown@kobtv.com- (02/07/07 10:48:52 AM)
- ☐ KOB-TV -dkelly@kobtv.com- (02/07/07 10:48:52 AM)
- ☐ KOB-TV -nnieto@kobtv.com- (02/07/07 10:48:52 AM)
- ☐ KSAX-TV -kstone@ksax.com- (02/07/07 10:48:52 AM)
- ☐ KSTP-TV -kgorder@hbl.com- (02/07/07 10:48:52 AM)
- ☐ Las Mujeres de Lulac -mdparmi@comcast.net- (02/07/07 10:48:52 AM)
- ☐ Louisiana State University Manship School of Communication -htaylor@lsu.edu- (02/07/07 10:48:52 AM)
- ☐ Medialine -mark@medialine.com- (02/07/07 10:48:52 AM)
- ☐ National Association of Hispanic Journalists -jobbank@nahj.org- (02/07/07 10:48:53 AM)
- ☐ National Indian Youth Council -EJoe@niyc-alb.org- (02/07/07 10:48:53 AM)
- ☐ National Press Photographers Assoc-Reg Chapter 8 -alauck@theadvocate.com- (02/07/07 10:48:53 AM)
- ☐ New England College -edurkee@nec.edu- (02/07/07 10:48:53 AM)
- ☐ New Mexico Broadcasters Association -suzanstrong@nmba.org- (02/07/07 10:48:53 AM)
- ☐ New Mexico Office of African Affairs -harold.bailey@state.nm.us- (02/07/07 10:48:53 AM)
- ☐ New Mexico State University-Las Cruces -smcclene@NMSU.edu- (02/07/07 10:48:53 AM)
- ☐ New Mexico Trade -robert@mywebdesigner.org- (02/07/07 10:48:53 AM)
- ☐ New Mexico Workforce Development Center -avinson@state.nm.us- (02/07/07 10:48:53 AM)
- ☐ ReelzChannel -jmefford@reelzchannel.com- (02/07/07 10:48:53 AM)
- ☐ San Juan College-Placement Office -lobatosa@sanjuancollege.edu- (02/07/07 10:48:54 AM)
- ☐ Society of Broadcast Engineers -kjones@sbe.org- (02/07/07 10:48:54 AM)
- ☐ Society of Professional Journalists -webmaster@spj.org- (02/07/07 10:48:54 AM)
- ☐ TV Jobs -markch@tvjobs.com- (02/07/07 10:48:54 AM)
- ☐ TV News Gigs -info@tvnewsgigs.com- (02/07/07 10:48:54 AM)
- ☐ University of New Mexico-African American Student -wcarrea@unm.edu- (02/07/07 10:48:54 AM)
- ☐ University of New Mexico-American Indian Studies -pagoyo@unm.edu- (02/07/07 10:48:54 AM)
- ☐ University of New Mexico-Career Services -jobpost@unm.edu- (02/07/07 10:48:54 AM)
- ☐ University of New Mexico-Career Services -montano@unm.edu- (02/07/07 10:48:54 AM)

- ☐ University of New Mexico-Dept of Communication & Journalism -cjgrads@unm.edu- (02/07/07
- ☐ University of Texas-Communication/Career Services -ccs@uts.cc.utexas.edu- (02/07/07 10:48:55
- ☐ Wayne State University Journalism Institute for Minorities -anails@wayne.edu- (02/07/07 10:48:
- ☐ WDIO-TV -pscandln@wdio.com- (02/07/07 10:48:55 AM)
- ☐ WHEC-TV -kknox@hbl.com- (02/07/07 10:48:55 AM)
- ☐ WNYT-TV -ckimball@wnyt.com- (02/07/07 10:48:55 AM)

49 Records

Submit

Back

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:10
NAME : KOB-TV
FAX : 5057642505
TEL :
SER.# : 000A6J686956

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)
RESULT
MODE

02/07 10:10
91505473612111832
00:00:25
01
OK
STANDARD
ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Andrew Lovato
College of Santa Fe

FROM: Diane Brown

FAX NUMBER: 505 473 6121

DATE: February 7, 2007

SUBJECT: Job Opening - Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:12
NAME : KOB TV
FAX : 5057642505
TEL :
SER.# : 000A6J586956

DATE, TIME
FAX NO. /NAME
DURATION
PAGE(S)
RESULT
MODE

02/07 10:12
97641795
00:00:28
01
OK
STANDARD
ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Timo Alvidrez
John Marshall Multi-Service Center

FROM: Diane Brown

FAX NUMBER: 764 1795

DATE: February 7, 2007

SUBJECT: Job Opening – Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
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- Strong leadership ability, and ability to work well under pressure is a must.

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:13
NAME : KOB TV
FAX : 5057642505
TEL :
SER.# : 000A6J686956

DATE, TIME	02/07 10:13
FAX NO./NAME	98481329
DURATION	00:00:28
PAGE(S)	01
RESULT	OK
MODE	STANDARD
	ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Linda Ulibarri
South Broadway Cultural Center

FROM: Diane Brown

FAX NUMBER: 848 1329

DATE: February 7, 2007

SUBJECT: Job Opening - Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

JOB DESCRIPTION:

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:14
NAME : KOB-TV
FAX : 5057642505
TEL :
SER.# : 000A6J686956

DATE, TIME	02/07 10:14
FAX NO./NAME	92770708
DURATION	00:00:31
PAGE(S)	01
RESULT	OK
MODE	STANDARD
	ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Dennis Farber
University of New Mexico – College of Fine Arts

FROM: Diane Brown

FAX NUMBER: 277 0708

DATE: February 7, 2007

SUBJECT: Job Opening – Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

JOB DESCRIPTION:

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:15
NAME : KOB-TV
FAX : 5057642505
TEL :
SER.# : 000A6J686956

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)
RESULT
MODE

02/07 10:15
92775182
00:00:25
01
OK
STANDARD
ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Veronica Mendez-Cruz
University of New Mexico – El Centro de las Raza

FROM: Diane Brown

FAX NUMBER: 277 5182

DATE: February 7, 2007

SUBJECT: Job Opening – Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

JOB DESCRIPTION:

TRANSMISSION VERIFICATION REPORT

TIME : 02/07/2007 10:16
NAME : KOB-TV
FAX : 5057642505
TEL :
SER.# : 000A5J686956

DATE, TIME	02/07 10:16
FAX NO./NAME	98846728
DURATION	00:00:34
PAGE(S)	01
RESULT	OK
MODE	STANDARD
	ECM



4 Broadcast Plaza SW
Albuquerque, NM 87104
Telephone: (505) 764-2400
Fax: (505) 764-2505

Fax

TO: Angie Ludi
Women's Housing Coalition

FROM: Diane Brown

FAX NUMBER: 884 6728

DATE: February 7, 2007

SUBJECT: Job Opening - Director, #09-07

KOB-TV has an opening for a nightside director.

QUALIFICATIONS:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
- Knowledge of Philips DD35 or similar switchers is required.
- Strong leadership ability, and ability to work well under pressure is a must.

JOB DESCRIPTION:

Job Listing Preview



KOB (NBC) Albuquerque, NM

Position Director, Nightside
Reference # Will be assigned when submission is completed ...
Type Television
Full / Part Full Time - Regular
Experience 2 Years
Posted 2/7/2007
Closes 3/7/2007
Time Left 28 Days
DMA #45
Found In Director



Director, Nightside

KOB-TV has an opening for a nightside director.

Qualifications:

- Applicant must have a minimum of two years production experience in news operation.
- Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
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- Strong leadership ability, and ability to work well under pressure is a must.

Job Description:

- Direct or technical direct weekend news broadcast.
- Supervision of production staff in audio, chyron, floor, videotape and master control.
- Mark and assign all videotape sources and assign crew as required to execute a one-to-two-hour news program as laid out by the producer.
- Technical directing duties include record and playback of necessary graphics, operate the Philips DD35 video switcher, still store and other production equipment as needed.
- Responsible for marking all scripts and directing all crew members in their assigned duties.
- Other duties include directing, assistant directing, technical



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type

Full Time - Regular

Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period

ASAP!

Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave

Phone Calls
Agent Phone Calls

Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé
TVJobs.com E-Résumé

No
 Yes

Degree Required
Contract Required
Contract Length

directing, and other assigned duties both live and on videotape.

- Regular other duties may include VTR operations shifts.

Physical Requirements: The following physical requirements are typical, but all-inclusive: Good hand/eye coordination. Must sit for extended periods of time. Good hearing a must. Will also be required to lift and carry cables and equipment up to 30 lbs.

Send cover letter, resume, and references to:
Diane Brown, KOB-TV
4 Broadcast Plaza SW, Albuquerque, NM 87104
Email: dibrown@kobtv.com Fax: (505) 764 2505

No phone calls!
An equal opportunity employer

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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Annual E-Resume subscription
or DigitalTalent resume required.

[[View other KOB job listings](#)]

Special Requirements

Driver's License

Insurance

Good Driving Record

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Union Position

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

**Proof of Eligibility to work in U.S.
Required**

Equal Opportunity Employment Yes

EOE Data Form Yes

Application Form No

< - Make some changes

Accept (Final) -->

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SQL

Brown, Diane

From: jobs@tvjobs.com
Sent: Wednesday, February 07, 2007 10:18 AM
To: Brown, Diane
Subject: TVJobs.com - Director, Nightside job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Diane J. Brown,

Your "Director, Nightside" position was just posted in the TVJobs.com Database and is now available online...

Station : KOB
Position: Director, Nightside
Category: Director
Job ID : TVJ#34077999
Posted : 2/7/2007
Expires : 3/7/2007
Status : Registered Employer - Job Posted Ad Text :

Director, Nightside

KOB-TV has an opening for a nightside director.

Qualifications:

• Applicant must have a minimum of two years production experience in news operation.
• Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.
• Knowledge of Philips DD35 or similar switchers is required.
• Strong leadership ability, and ability to work well under pressure is a must.

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• Direct or technical direct weekend news broadcast.
• Supervision of production staff in audio, chyron, floor, videotape and master control.
• Mark and assign all videotape sources and assign crew as required to execute a one-to-two-hour news program as laid out by the producer.
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• Responsible for marking all scripts and directing all crew members in their assigned duties.
• Other duties include directing, assistant directing, technical directing, and other assigned duties both live and on videotape.
• Regular other duties may include VTR operations shifts.

Physical Requirements: The following physical requirements are typical, but all-inclusive: Good hand/eye coordination. Must sit for extended periods of time. Good hearing a must. Will also be required to lift and carry cables and equipment up to 30 lbs.

Send cover letter, resume, and references to:

Diane Brown, KOB-TV
4 Broadcast Plaza SW, Albuquerque, NM 87104
Email: dibrown@kobtv.com Fax: (505) 764 2505

No phone calls!

An equal opportunity employer

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your

EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)

3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 3/7/2007.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=3522801622682078>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs.com
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<

Brown, Diane

From: anonymous@chunsreef.globalhost.com
Sent: Wednesday, February 07, 2007 10:29 AM
To: Brown, Diane
Subject: NMBA Job Posting

The following job was just posted to the New Mexico Broadcasters Association Job Bank by dibrown@kobtv.com on behalf of KOB-TV

Position: Director
post date: 02/07/2007
close date: 03/07/2007

Description: Direct or technical direct weekend news broadcast.

Supervision of production staff in audio, chyron, floor, videotape and master control.

Mark and assign all videotape sources and assign crew as required to execute a one-to-two hour news program as laid out by the producer.

Technical directing duties include record and playback of necessary graphics, operate the Philips DD35 video switcher, still store and other production equipment as needed.

Responsible for marketing all scripts and directing all crew members in their assigned duties both live and on videotape.

Regular other duties may include VTR operation shifts.

Qualifications: Must have a minimum of two years production experience in news operation.

Strong working knowledge of news procedures, studio camera, floor directing, VTR operations, audio operations and character generation.

Knowledge of Philips DD35 or similar switchers is required.

Strong leadership ability, and ability to work well under pressure is a must. Other Requirements: Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

Send Resume to: HUMAN RESOURCES DEPARTMENT, Job# 9-07, 4 Broadcast Plaza SW, Albuquerque, NM 87104, Fax: (505) 764-2505, Email: dibrown@kobtv.com
 No Telephone Calls Please
 AN EQUAL OPPORTUNITY EMPLOYER

Brown, Diane

From: Rice, Sandra D [sdrice@cbs.com]
Sent: Thursday, February 08, 2007 5:37 AM
To: Brown, Diane; Brown, Diane
Subject: RE: Recruitment Job Posting Email - Job Posting Ref#: 9-07

Thanks

-----Original Message-----

From: dibrown@kobtv.com [mailto:dibrown@kobtv.com]
Sent: Wed 2/7/2007 11:49 AM
To: Rice, Sandra D
Subject: Recruitment Job Posting Email - Job Posting Ref#: 9-07

Dear Emma L Bowen Foundation-NY,

Thank you for your assistance in posting the attached job. We appreciate your support in our recruitment efforts.

Sincerely,
Diane Brown Executive Assistant KOB-TV is an Equal Opportunity Employer

2/8/2007